

Schedule 22

CITY CLERKS

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

TO: STATE RECORDS ADMINISTRATOR STATE OF NEBRASKA	SCHEDULE NUMBER
	22
	AGENCY, BOARD OR COMMISSION
	CITY CLERKS
	DIVISION, BUREAU OR OTHER UNIT
	Supersedes Edition of February 22, 1984

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.	
SIGNATURE *	<i>Ray Dammas</i>
TITLE	<i>President, Nebraska Municipal Clerks' Assoc.</i>
DATE	<i>2-28-92</i>

PART II -- ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.	
SIGNATURE *	<i>Andrea I. Paul</i>
STATE ARCHIVIST	DATE <i>Mar. 2, 1992</i>

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.	
SIGNATURE *	<i>Allen J. Beermann</i>
ADMINISTRATOR	DATE <i>February 29, 1992</i>

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 22 – CITY CLERKS

22-1 COUNCIL AND MAYOR'S RECORDS

22-1-1 ADVISORY BOARD MINUTES

MINUTES of meetings of boards such as Power Advisory Board, Water Advisory Board, Equalization Board, etc.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

Originals or microfilm may be transferred to the State Archives after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-2 AFFIDAVITS OF PUBLICATION

Dispose of according to General Records Schedule #24.

22-1-3 CALL FOR SPECIAL COUNCIL MEETING

Petition by Council to clerk to call special session.

Dispose of 1 year after meeting has been held or was scheduled.

22-1-4 CITY COUNCIL PROCEEDINGS OR MINUTES

Volumes of MINUTES of City Council Meetings and action taken. Also includes MINUTES of Councils of annexed areas.

ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to the State Archives. This record may NOT be destroyed after microfilmed. Originals or microfilm may be transferred to the State Archives after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-5 CITY COUNCIL RESOLUTIONS

Original RESOLUTIONS with seal and signatures; directives and other requests and orders for action or permission for actions.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

Originals or microfilm may be transferred to State Archives after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-6 DELETED

22-1-7 EXECUTIVE ORDERS

ORDERS approving land purchase, transfer of funds, letting of bids and contracts, etc.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-8 CITY CHARTER

Copies of original CITY CHARTER.

ORIGINAL RECORD: Transfer one copy to the State Archives; retain one copy permanently, microfilm for security. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-9 CITY CHARTER AMENDMENTS

Certified copies of proposed amendments to CITY CHARTER and petitions for amendment.

ORIGINAL RECORD: Retain permanently, microfilm for security.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-10 INDEX TO COUNCIL PROCEEDINGS

INDEX giving volume and page or roll and frame numbers of actions taken by Council.

ORIGINAL RECORD: Retain permanently; OR, microfilm and transfer originals to the State Archives when PROCEEDINGS are transferred. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-11 INDEX TO RECORDS OF ANNEXED MUNICIPALITIES

ORIGINAL RECORD: Retain permanently, microfilm for security.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-12 NEWSPAPER CLIPPINGS

Clippings of notices and ORDINANCES published. Does not include notarized certificate of publication.

Nonrecord material; dispose of at the discretion of the agency head.

22-1-13 CITY ATTORNEY OPINIONS

Dispose of according to General Records Schedule #24.

22-1-14 CITY ORDINANCES

Original ORDINANCES signed by Mayor and Clerk. Also ORDINANCES of annexed municipalities.

ORIGINAL RECORD: Retain permanently, microfilm for security.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-1-15 ORDINANCE BOOKS AND PAMPHLETS

Not original ORDINANCES, but bound record of them, for reference use.

Dispose of after no longer of reference value; subject to review by the State Archivist before disposal for possible accession.

22-1-16 CITY ANNUAL REPORTS

Dispose of according to General Records Schedule #24.

22-1-17 MISCELLANEOUS REPORTS

Minor reports such as city water bacteriological reports, etc.
Dispose of after 2 years.

22-2 DEED RECORDS

22-2-1 DEEDS

DEEDS to city owned or used property.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-2-2 DEED RECORD

Ledger record of property sales to city.

ORIGINAL RECORD: Retain permanently; OR, microfilm 3 years after last entry and transfer originals to the State Archives; retain permanently. This record may NOT be destroyed after microfilmed.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-2-3 EASEMENTS

EASEMENTS for construction and maintenance of sewers, electric lines, etc.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-3 ELECTION RECORDS

22-3-1 ABSTRACTS OF VOTES CAST LEDGER

ORIGINAL RECORDS: Retain permanently; OR, microfilm and destroy originals.

Originals or microfilm may be transferred to the State Archives after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-3-2 ABSTRACTS OF VOTES CAST (COPIES)

Copies of ABSTRACTS OF VOTES CAST as filed with the Secretary of State.

Destroy 50 days after the election.

22-3-3 OFFICIAL, NONPOLITICAL, CONSTITUTIONAL AMENDMENT, INITIATIVE AND REFERENDUM BALLOTS, AND ELECTION NOTICES
BALLOTS CAST: Dispose of 22 months after date of the election, provided election results have been certified by the canvassing board.

UNUSED BALLOTS: Retain one sample of each different ballot permanently; dispose of all remaining unused ballots 50 days after date of the election. The sample retained permanently may be transferred to the State Archives after 10 years.

ELECTION NOTICES: Retain one sample of each different notice permanently; dispose of all remaining notices 50 days after date of the election. The sample retained permanently may be transferred to the State Archives after 10 years.

22-3-4 ELECTION SUPPLIES AND APPLICATIONS

Includes absent and disabled applications to vote by mail and all unused supplies.

COMPLETED APPLICATIONS: Dispose of 22 months after date of the election, provided election results have been certified by the canvassing board.

UNUSED APPLICATIONS AND SUPPLIES: Dispose of 50 days after date of the election.

22-3-5 LIST OF VOTERS BOOKS (ONE AND TWO)

Dispose of 22 months after date of the election, provided election results have been certified by the canvassing board.

22-3-6 OFFICIAL SUMMARY OF VOTES CAST (ONE AND TWO)

Dispose of 22 months after date of the election, provided election results have been certified by the canvassing board.

22-3-7 NOMINATION PAPERS

May include nomination petitions, notification of nomination, acceptance or declination of nomination and certificates of nomination, for city or school district offices.

Dispose of 3 years after election to which they pertain.

22-3-8 STATEMENTS OF RECEIPTS AND EXPENDITURES (CONTRIBUTION OR EXPENSE STATEMENTS) (OBSOLETE)

Statements filed pursuant to Section 32-1140, R.R.S. 1943, which was repealed in 1976. **Immediately dispose of obsolete material.**

22-3-9 POLL BOOKS AND TALLY LISTS (OBSOLETE)

Immediately dispose of obsolete record.

22-3-10 CONTRACTUAL INTEREST STATEMENT

Filings made by certain officers of local subdivisions disclosing an interest in a contract with the officer's governing body. This record is not duplicated in the Accountability and Disclosure Commission.

Dispose of 5 years after the date of the interested officer's last day in office.

22-4 FISCAL RECORDS

22-4-1 AGENCY STATEMENTS OF MONTHLY CASH RECEIPTS

Dispose of after 3 years, provided audit has been completed.¹

22-4-2 CLAIM RECORDS

Dispose of according to General Records Schedule #24.

22-4-3 DISTRICT FILES

Files for paving, water, sewer, gravel, grading and other utility districts; includes petitions, calls for bids, recommendations of bids, contracts, inspectors' reports and bond issuance files.

If district is included in a bond issue or if special assessments have been levied, dispose of after paid in full. Otherwise, dispose of 3 years after completion of contract, unless duplicated in the office of the city engineer, in which case dispose of after completion of the contract, provided audit has been completed.¹

22-4-4 MONTHLY OCCUPATION TAX RECORDS

Includes reports and financial statements for public utility corporations.

Dispose of after 3 years, provided audit has been completed.¹

22-4-5 BONDS AND COUPONS

Paid and returned by County Clerk.

Dispose of after bond issue is satisfied, provided audit has been completed.¹

22-4-6 DELINQUENT ACCOUNT LISTS

Usually computer generated list of residents or businesses behind on utility bills. Often duplicated in treasurer's office.

Dispose of 1 year after account is paid, brought current or written off as uncollectible, or after audit, whichever is latest.¹

22-4-7 QUARTERLY REPORTS OF WAGES PAID

Quarterly reports to State and Federal Revenue Departments on wages paid and amounts withheld for taxes, etc.

Dispose of after 4 years, provided audit has been completed.¹

22-4-8 SALES AND USE TAX WORKSHEETS (FORM 10)

Worksheets for reporting sales and use tax to State.

Dispose of after 1 year, provided audit has been completed.¹

22-5 PETITIONS

22-5-1 INITIATIVE PETITIONS

Petitions to enact ORDINANCES.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives, retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-5-2 MISCELLANEOUS PETITIONS

PETITIONS expressing the opinions of the signers but having no official or legal significance, such as petitions against rezoning and for a change in parking patterns on city streets.

Dispose of 2 years after action is terminated.

22-5-3 REFERENDUM PETITIONS

PETITIONS protesting passage of certain ordinances and asking for a vote on the issue.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-5-4 RECALL PETITION RECORDS

The actual petition papers and related records demanding that the question of removing an official be submitted to the registered voters.

Dispose of after 10 years.

22-6 ZONING RECORDS

22-6-1 APPEALS TO ZONING BOARD OF APPEALS

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-6-2 CHANGE OF ZONE FILES

Contain petitions to amend zoning ordinances, maps of property in question, recommendations of Planning Commission.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM; Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-6-3 CORRESPONDENCE TO PLATTERS

Correspondence and maps concerning plats of subdivisions and construction.

Dispose of after 10 years.

22-6-4 LIABILITY AGREEMENTS

Involves special-use agreements with merchants to excavate and use area under sidewalks, who in turn accept liability for damage or injury.

Dispose of 2 years after expiration, replacement or cancellation of agreement, provided no CLAIM is pending.

22-6-5 MINUTES OF BOARD OF ZONING APPEALS

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

Originals or microfilm may be transferred to the State Archives after 10 years.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-6-6 REPORTS OF ZONING BOARD

Annual reports, definitions and general recommendations.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-6-7 SPECIAL USE PERMIT FILES

Applications for special use of property, maps, recommendations of Planning Board.
ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.
SECURITY MICROFILM; Transfer to the State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

22-6-8 ZONING APPLICATIONS

Requests for change in zone or for permission for action contrary to zoning laws. Includes application for change in zoning classification, appeal from ruling of Building Inspector and application for permit beyond city limits.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.
SECURITY MICROFILM; Transfer to the State Archives; retain permanently.
MICROFILM WORK COPY: Retain permanently.

22-7 MISCELLANEOUS RECORDS

22-7-1 AFFIDAVITS OF MAILING OF NOTICE OF SPECIAL ASSESSMENT

Proof of mailing of special assessment notices for weed control, for Dutch Elm Disease control, snow removal, etc.

Dispose of after 10 years.

22-7-2 BUILDING PERMITS

Alteration requests and board actions on each request. Includes permits issued, blueprints, notes, etc.

Dispose of 10 years after work is completed or 1 year after denial.

22-7-3 LICENSES AND PERMITS, MISCELLANEOUS

May include licenses, permits and related files for occupations (plumbers, electricians, etc.), pets, sale of tobacco, public amusements, dining and dancing, housemoving, billiards and others. Does not include liquor or beer licenses.

Dispose of 2 years after expiration of license or permit.

22-7-4 LIQUOR AND BEER LICENSES

May include copies of licenses, petitions concerning granting of license, correspondence and health and police reports.

Dispose of 4 years after expiration of license.

22-7-5 MISCELLANEOUS ANNEXATION EXHIBITS

Requests for annexation by civic groups, expression of confidence in city government, reports relative to contracts, franchises and licenses of annexed municipalities.

Transfer to the State Archives after formal action by the Council; retain permanently.

22-7-6 MISCELLANEOUS PAPERS RELATED TO PETITIONS

Withdrawals of names from petitions, denials of signature, statement of presence of witness to signature, etc.

Retain with actual PETITION.

22-7-7 RAILWAY SAFETY REPORTS

Notices from Public Service Commission concerning safety of railways in city.

Dispose of after 5 years.

22-7-8 SIDEWALK PROGRAM RECORDS

Includes sidewalk inspector reports, protests, maps, etc.

Dispose of 2 years after final action.

22-7-9 BINGO TAX REPORTS

Tax reports which are sent to State.

Dispose of after 2 years, provided audit has been completed.¹

22-7-10 SERVICE AGREEMENTS

Agreements for provision of electricity, cable TV, phone, etc.

Dispose of 2 years after superseded or terminated, provided audit has been completed.¹

22-7-11 STREET AND HIGHWAY REPORTS

Cumulative 6 year plans sent to State with annual updates and financial status reports.

Dispose of after 3 years.

22-7-12 BUILDING INSPECTOR'S REPORTS

Monthly report of inspections made by type (construction, gas, sewer, electrical, etc.) and name.

Dispose of after 5 years.

22-7-13 CEMETERY RECORDS

Records of sales of lots, internments, etc. for city owned cemeteries.

ORIGINAL RECORD: Retain permanently; OR, microfilm and destroy originals.

SECURITY MICROFILM; Transfer to the State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

22-7-14 GRANT RECORDS

All related documents for applying for and administering a federal or state awarded grant, including closeout document.

Dispose of after completion of audit or administrative review, or 3 years after the fiscal year to which any claims relate, provided audit has been completed, whichever is later.¹

22-7-15 HANDICAPPED PARKING PERMITS

Includes application, doctor's slip, request for permit, etc.

DENIED: Dispose of after 1 year.

APPROVED: Dispose of 1 year after expiration of permit.

22-7-16 OATHS OF OFFICE

Official oaths signed by elected or appointed officials and public officers.

Dispose of 2 years after end of term or employment.

22-7-17 SIGN PERMITS

Applications for permission to erect signs within the zoning jurisdiction of the city. May include drawings, specifications, etc.

Dispose of 10 years after work is completed or 1 year after denial.

22-7-18 WASTEWATER TEST RECORDS

Test results and related records when wastewater tests are sent to the Nebraska Department of Environmental Control.

Dispose of after 3 years.

22-7-19 WATER ANALYSIS RECORDS

Test results and related records when water tests are sent to the Nebraska Health Department.

BACTERIOLOGICAL, TURBIDITY, TEMPERATURE, pH, AND DISINFECTANT RESIDUAL ANALYSES: Dispose of after 5 years.

CHEMICAL ANALYSES: Dispose of after 10 years.

22-7-20 WEED OR NUISANCE NOTICES

Notice to abate and remove such weeds or nuisance given to owner or owner's duly authorized agent and to the occupant, if any, by personal service or certified mail (see 22-7-1).

WEEDS OR NUISANCE REMOVED: Dispose of after 1 year.

SPECIAL ASSESSMENT LEVIED: Dispose of after paid in full, provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size.....	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton.....	1 cubic foot
About a pickup load	50 cubic feet